



U.S. DEPARTMENT OF COMMERCE Bureau of the Census Recruiting Bulletin

ISSUE DATE: September 17, 2009

Recruiting Bulletin No. LA-RCC-2009-106
Los Angeles Regional Census Center

CLOSING DATE: September 30, 2009

Position Title: Regional Technician

GG-0301- 7/9/11/12

Grade and Salary Range:

GG-07: \$42,352-\$55,058 (steps 01-10)

GG-11: \$62,678-\$81,476 (steps 01-10)

GG-09: \$51,805-\$67,346 (steps 01-10)

GG-12: \$75,125-\$97,658 (steps 01-10)

Applicants new to federal service will be appointed to the grade qualified at the step 01 level

Number of Vacancies: Few

PROMOTION POTENTIAL: GG-0301-12

EXCEPTED SERVICE APPOINTMENT: This position will be filled as a Temporary Schedule A Appointment NTE 9/25/2010 with a possible extension based on current Census needs.

AREA OF CONSIDERATION: *Any U. S. Citizen residing within Los Angeles County.*

Payment of relocation expenses IS NOT authorized.

DUTIES: The primary purpose of this position is to provide technical assistance to the assigned regional office for the 2010 Census. Working under specific direction from the regional office, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and regional office or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the regional office and/or the LCO.

QUALIFICATIONS: Applicants must have the experience or education indicated below or a combination of both.

GG-07: Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Bachelor=s degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-09: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Two full years of graduate education or master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-11: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-12: Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the

following areas: personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: No substitution of education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operation.
2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation and recruiting or staffing activities.
3. Experience in analyzing cost and progress reports for a field or office operation.

HOW TO APPLY: Each applicant **MUST** submit the following 3 documents:

- (1) Each applicant must submit a completed Application for each grade level applied; using one of the following- Optional Application for Federal Employment (OF-612), **OR** a Resume, listing your work duties (dates and hours worked) and accomplishments relating to the job for which you are applying. **If only one application is received and no grade is stipulated, or if multiple grades are stipulated on one application, you will be considered only for the lowest grade level (GG-07) for your application.**
- (2) An OF-306, Declaration for Federal Employment at www.opm.gov/forms.
- (3) Evaluation Criteria Questions (KSA's) Narrative Statement answers.

- (4) College Transcripts – Unofficial are acceptable for basic qualification, if selected applicant will be asked to supply an official copy (**if education is used as a qualification factor**)

Optional Forms (OF) can be found at www.opm.gov/forms. (type form number in search box)

- Recruiting Bulletin number, title, and lowest grade acceptable (if a multi-grade position).
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- **Veteran's Preference** –
 - Applicants claiming 10-point veterans' preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference.
 - Applicants claiming 5-point Veterans' Preference must submit a DD-214 to receive preference.
 - For more information on Veterans' Preference, visit OPM website:
<http://www.opm.gov/veterans/html/vetguide.asp>
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (818) 717-6700.

APPLICATION DEADLINE: All applications **MUST** be **received** by 4:30 p.m. (Pacific Time) on the closing date of the recruiting bulletin. Applications **received** after this due date will not be considered.

Application packages submitted by Fax or E-mail will not be accepted. There are no online submission options.

SUBMIT ALL APPLICATIONS to the address listed below:

**Bureau of the Census
Los Angeles Regional Census Center
Attention: Human Resources
9301 Corbin Ave. Suite 1000
Northridge, CA**

CONDITIONS OF EMPLOYMENT:

-This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AND AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.